

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

August 23, 2004

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General Circular No. 001574

To: Heads of State Agencies and Human Resource Directors

Subject: New Date for Civil Service Data Entry Requirements For Reporting
Personnel and Positions Transactions Training

Issue Date: August 23, 2004

On September 8 and 9, 2004, the Department of Civil Service will conduct training on the Civil Service Data Entry Requirements for Reporting Personnel and Position Transactions. The class will be held from 9:00 – 12:00 PM at the Louisiana Technology Park, located at 7117 Florida Blvd., Baton Rouge, Louisiana.

Please note that this training is to aid you with Civil Service reporting requirements. Carefully following the Civil Service data requirements will help to ensure that the information you report to us is accurate. This information is used to prepare reports on the State's workforce including those provided to the legislature, media, and professional organizations. In addition, failure to comply with the reporting requirements may result in audit findings by the Accountability Division.

To register for the training, complete and return the attached registration form by **Monday, August 30, 2004**. If you have previously taken this class, please do not register for this class or future classes. The material has remained basically the same. Check the Entry Guidelines on the Civil Service Website, and watch for updates under "What's New".

You may contact Dwuena Wyre 225-342-8084 or Dwuena.Wyre@la.gov, if you have questions regarding registration or the training. If any special accommodations are needed, please notify the Civil Service Department prior to the training.

Sincerely,

s/Allen H. Reynolds
Director

Civil Service
Guidelines for Reporting Personnel and Position
Transactions in Automated Systems

September 8 or 9, 2004
9:00 AM – 12:00 PM

Registration Form

Name of Participant: _____

Agency: _____

Phone Number _____

Email Address: _____

Date Preference: **Thursday, September 8, 2004** _____ **Friday, September 9, 2004** _____

Please indicate first and second preference.

Please return registration form to:

Betty Davis
Department of Civil Service
P.O. Box 94111
Capitol Station
Baton Rouge, LA 70804-94111

Note: You may fax the registration form to the attention of Betty Davis at 225-342-0966.
A confirmation will be e-mailed to you notifying you when you are scheduled to attend.
Scheduling will be based on the order in which registration forms are received.